



SATERN

System for Administration, Training, and Educational Resources for NASA

Creating and Using Catalogs in SATERN

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Session Objectives

- At the end of the session, participants will be able to:
 - Understand What a Catalog is
 - Make Use of Catalogs
 - Provide Learner Access to Catalogs

Agenda

- Introduction
- What is a Catalog
- How to Use Catalogs
- Hands-On Creation of Catalogs
- Items and Catalogs
- Assigning a Catalog to a User
- Summary



Catalog Overview

How Catalogs Work in SATERN



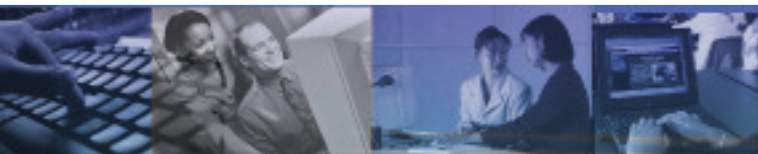
What is a Catalog

- Catalogs are Repositories for Items
- For Items not on the Learning Plan, Users can only see what is in Assigned Catalogs
- Can be used to Share Items to a Limited Audience
- Assigned via Domains or Catalogs



How to Implement Catalogs

Interactive Session



Creating a Catalog

1. Select Commerce from the Menu
2. Select Catalogs Menu Item
3. Click Add New Link
4. Enter a Catalog ID and Description
 - Cat ID – [initials]_TRN_CAT
 - Desc. – [initials] Training Catalog
5. Click the Add Button



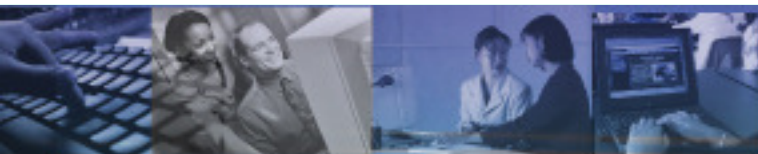
Catalogs and Items

Overview and Interactive Session



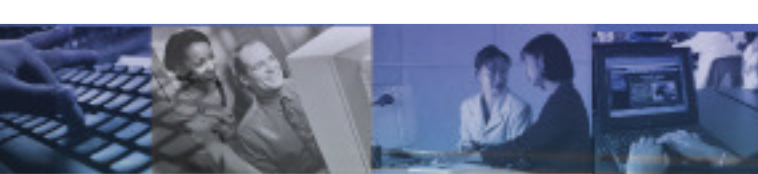
Catalogs and Items

- Items can be Assigned to Catalogs
 - Items may be added as a group or individually.
 - You may also add Schedules as well.
 - Items May be Added by Item or SKU.
- Catalogs can be Assigned to Items
 - More than One Catalog can be Assigned to an Item
- Items may be Flagged Either Way
 - Flags Display on the Learner Side
 - Flags have an End Date and a Reason can be Displayed
 - New, Featured, Revised flags available



Adding Items to A Catalog

1. Click on the Commerce Menu.
2. Click on the Catalogs Menu Option.
3. Search for your catalog.
4. Select your catalog by Clicking Edit next to the catalog.
5. Click on the Items Tab.
6. Click on Add one or more from List.
7. Search for Items whose title STARTS WITH ARC.
8. Select multiple items by clicking the Add Checkbox next to each Item.
9. Click the Add Button.
10. You may also add existing Scheduled Offerings by clicking the Add Schedules Checkbox.
11. Select a Flag and set the Until Date to 10/10/2007 with the date picker or entering it in MM/DD/YYYY format.
12. Click the Apply Changes button to save your changes to the flag settings.

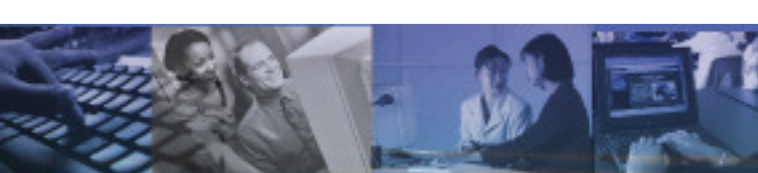


Adding Catalogs to an Item

1. Click on the Learning Menu.
2. Click on the Items Menu Option
3. Search for an Item that STARTS WITH ARC.
4. Select an Item by Clicking Edit next to the Item.
5. Click on the Catalogs Tab.
6. Click on Add one or more from List.
7. Select an Item by clicking the Add Checkbox next to the Item.
8. Click the Add Button.
9. Select a Flag and set the Until Date to 10/10/2007 with the date picker or entering it in MM/DD/YYYY format.
10. Click the Apply Changes button to save your changes to the flag settings.

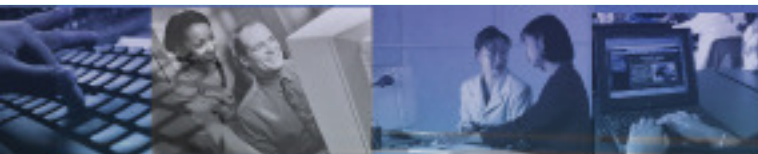
Assigning Catalogs to Users

Interactive Session



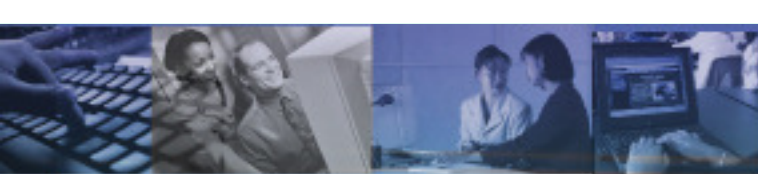
Assigning Catalogs by Domain

1. Click on Domains Tab.
2. Click Add One or More from List link.
3. Without entering any data click Search Button.
4. Select ARC by clicking check box under Top Level Only.
5. Click Add Button.
6. Add the ARC Sub Domains by clicking the check box under Include Sub Domains.
7. The catalog is now assigned to the ARC domain and all of the ARC sub domains.



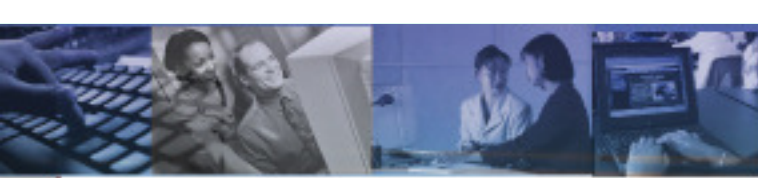
Assigning Catalogs by Organization

1. Click on Organizations Tab.
2. Click Add One or More from List link.
3. Without entering any data Click Search button.
4. Select ARC-A by clicking check box under Top Level Only.
5. Click Add Button.
6. The catalog is now assigned to the ARC-A Organization.
7. Add additional Organizations if desired.



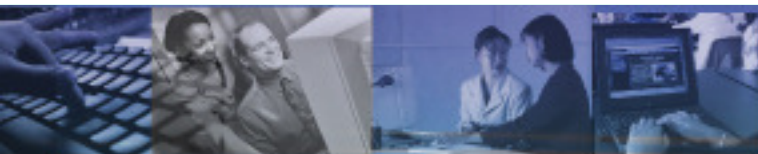
Reviewing Catalog Assignments to Users

1. Click on the Learner Management menu.
2. Under the Learners Menu Option (the default) search for User Name CONTAINS nordean.
3. Click the Edit link.
4. Click on Catalog Preview tab.
5. The catalogs assigned to the user are displayed here.
6. Remove Catalogs from the preview.



Summary

- Catalogs are an Item Repository
- Catalogs Allow Learners to Search for Items
- Catalogs can be assigned by Organizations or Domains
- Catalogs are Found under the Commerce Menu
- Items may be Assigned to Catalogs or Catalogs may be Assigned to Items



Question and Answer Session